

DD/S 65-0357

PRO-5

MEMORANDUM FOR: Aselstant Director for Computer Services

SUBJECT : Control of EDP Data and Computer Output

1. I understand that you occasionally receive from sources outside the Support Directorate direct requests for information and reports, the production of which requires computer manipulation of data which is organizationally the responsibility and under the functional control of one or more of the Support Offices. I understand the need and desirability for direct communication between the Office of Computer Services and customer components where urgency requires it or even where complete and accurate understanding of the requirement makes it desirable. Under such circumstances we have no objection to your responding directly unless, of course, there are security constraints against it, but we would appreciate your notifying the component having functional responsibility for the information that you have received the request and all relevant details about it.

2. Under ordinary circumstances, I would expect components having a need for management information produced from data which is within the functional responsibility of one of the Support components to levy the request upon the component concerned. Not only will this permit us to maintain a minimum essential control, but it will additionally offer the opportunity to consider other sources and methods for making the information available, possibly at considerably less cost and without unnecessarily encumbering your programming staff.

3. I would appreciate your taking whatever action is necessary in the Office of Computer Services to ensure that the Support Office concerned is aware of all requests you receive for information from sources other than the components having functional responsibility for the data to be drawn upon. If you consider it appropriate in some cases, you might alternatively or additionally notify the EDP Coordinator on my staff.

L. K. White
Deputy Director
for Support

cc: D/BPAM

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SD/SET

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